

## Vacancy Posting: Athletic Director

Founded in 1897, The Ursuline School is a private, independent, Catholic, college preparatory school for girls in grades 6-12. Located in New Rochelle, NY, 20 miles north of Manhattan, it thrives on a 13-acre modern campus equipped with state-of-the-art facilities. The school is part of a network of educators at secondary Ursuline schools and colleges across the globe. It is accredited by the National Association of Independent Schools and the NY State Board of Regents and is an active member of the NY State Association of Independent Schools and the International Coalition of Girls Schools. The school has a fine tradition of scholarship, best known for rigorous academics, robust service opportunities, and dedication to the education of the whole person.

**Start Date:** July 1, 2025

**Position:** Full-time, (11 months); Requires availability to work flexible hours including weekend and evening hours on a regular basis. Some travel overnight and/or out-of-state is expected when teams are competing in Sectionals or National games, tournaments, or for athletic awards or recognitions.

**Reports to:** Assistant Principal for Student Life

**Supervises:** Assistant Athletic Director/Athletic Trainer, Coaches, Assistant Coaches

**Salary Range:** \$120,000 - \$140,000 commensurate with background and experience

The Athletic Director interacts with administrators, parents, coaches, student-athletes, game officials, members of the media, prospective Ursuline families, and others interested in Ursuline's competitive athletic program. The Athletic Director must possess patience, knowledge, and a passion for sports. Most importantly, he/she must have an understanding of and appreciation for Catholic education and how student-athletes should best be supported and developed. The Athletic Director must possess strong organizational, leadership and problem-solving skills.

### **Responsibilities:**

- Provide clear directives, handbooks, and posted guidelines for coaches and the school community regarding all tryouts and team expectations prior to each season.
- Organize and develop all athletic team tryout dates/times, practices, game schedules and the site for participation. Each team schedule should be readily available and posted on the internal calendar, website, and SportsYou. Results are to be posted on a timely basis.
- Arrange procedures and hold all head coaches accountable for reporting team scores and results in a timely fashion to the Assistant AD and to our school's communication staff, as well as to the local paper and media centers. Emphasize promoting and accentuating the successes of our student-athletes and teams.
- Ensure the safe participation of student-athletes in practices and games, including obtaining and securing student medical forms prior to any student-athlete's participation.

- Ensure adherence to the requirements of the Concussion Management & Return to Play policies.
- Schedule practices, games, and other athletic events so that there are no conflicts with facilities usage and/or major school events.
- Coordinate and approve participation in all athletic competitions. Outline and provide coaches and players with clear safety guidelines and emergency procedures that are to be followed at any home or away athletic practice/game/event.
- Arrange all travel and modes of transportation for all sports teams, including the vetting of transportation companies.
- Ensure that all student-athletes and parents of prospective and current students are informed and remain in compliance with guidelines/policies regarding all eligibility, transfer, academic and school expectations.
- Develop, update, and distribute the annual Athletic Handbook and ensure that all student-athlete and parent signatures are on file once teams have been posted.
- Oversee the athletic budget and expenses. This includes section and state dues and fees, coaching salaries, transportation for teams, equipment/uniform needs and fundraising for all teams. As the head of the school's athletic program, maintain clear guidelines, oversight, and fairness for athletic expenses. This includes accountability and financial reporting and budgeting for teams and expenses.
- Interview and make recommendations to the administration for the hiring of all coaches. Once hired, ensure training and applicable coaching certification has been completed.
- Hold pre-season mandatory coaching meetings with parents and student-athletes to review mission, team expectations and schedules.
- Ensure that any coach hired by The Ursuline School receives and signs the annual coach's handbook so that each coach understands their responsibility to adhere to all league/state athletic guidelines and positively represent the school in a manner that reflects the school's mission and Catholic identity.
- Represent Ursuline at all Section One meetings at BOCES and other locations
- Maintain relationships with Section One Executive Director, Assistant Director and all related staff
- Be a present, visible leader who supports all teams. Nurture mutually respectful relationships with The Ursuline School community and all representatives, media, officials and those involved in Section One and state athletics.
- Ensure the completion of the team evaluation by student-athletes each season and provide feedback on results to administration.
- Attend, or ensure that the Assistant Athletic Director attends, any sectional playoffs or tournament involving Ursuline athletes and/or ceremony honoring a member of the Athletic Department/team.
- Organize and host the College Student-Athlete Recognitions twice each academic year, or as often as necessary to recognize student-athletes committing to play their sport at the college level.

- Organize and work closely with the Assistant Athletic Director to schedule and host the seasonal sports award dinners.
- Organize and host occasional athletic gatherings with Ursuline sister schools, such as the LAX Sister Schools Tournament.
- Facilitate the selection of student-athletes for awards or honors and submit teams for consideration as NYSPHSAA School of Distinction.
- Other duties as assigned by the administration.

**Experience/Qualifications:**

- Minimum of five (5) years of physical education teaching or athletic leadership experience at the secondary and/or collegiate level.
- Coaching experience required.
- Master's degree in physical education or related field
- Strong organizational/management skills including leadership, planning, and supervision experience.
- In-depth knowledge of interscholastic athletics, including familiarity with relevant athletic associations and conferences
- Excellent interpersonal and written/verbal communication skills
- Commitment to equitable/inclusive practices

**Interested Candidates should submit a cover letter and resume to: [employment@ursulinenewrochelle.org](mailto:employment@ursulinenewrochelle.org)**

*The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.*